

# US FEDERAL PANELISTS

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The information provided on this page is for panelists who are US citizens, federal employees, and are attending the panel/meeting on-site. A Federal Employee is defined as a position or job classified and graded within some Federal job system (such as the General Schedule (GS), the Senior Executive Service (SES) or an excepted service system which may be characterized by AD or EX or other, similar initials). Pay checks for employees under all Federal pay systems are issued by the U.S. Treasury. They are also referred to as Type 4 panelists/participants.

Government employees from outside the DC metro area will receive the expenses computed using the government per diem rate for this area. Receipts are required for reimbursements to government employees. [Per Diem Rates for NSF Zip code 22314 \(Lodging & Meals\)](#)

## REIMBURSEMENT PROCEDURES

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Federal employees are reimbursed under the FTR. For local travel, Federal Government employees should submit a SF-1164, Claim for Reimbursement for Expenditures on Official Business, for transportation costs (mileage, parking, metro, and taxi). A travel authorization is not required when using a SF-1164. However, if the program office chooses to use a travel authorization for a Federal government employee, a travel plan must be prepared in AdTrav and an expense report (voucher) must be used for reimbursement. For non-local Federal Government Employees, a travel plan and voucher will be prepared for all travel expenses in accordance with NSF policies and the FTR.

## USE OF A PERSONAL VEHICLE

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If a participant uses a personal vehicle in lieu of an airline or train and if the roundtrip mileage is over 300 miles, the total reimbursement is limited to the normal cost of the government-contracted airfare. If the roundtrip mileage is 300 miles or less, NSF will pay all mileage and tolls incurred. In order to be reimbursed for privately owned vehicle (POV) expenses, the participant must complete a POV reimbursement statement. This form should be provided at the meeting.

## RENTAL CAR

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Please note that rental cars are not authorized or reimbursable. Additionally, local ground transportation (including parking) will not be reimbursed for any participant (including local participants). This is because the costs associated with ground transportation are already included in the flat rate reimbursement.

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